



City of Miami Springs, Florida

The Miami Springs City Council held a **WORKSHOP MEETING** in the Council Chambers at City Hall on Monday, August 15, 2011, at 7:00 p.m.

1. Call to Order/Roll Call

The meeting was called to order at 7:03 p.m.

The following were present:

- Mayor Xavier M. Garcia
- Vice Mayor Bob Best
- Councilwoman Jennifer Ator
- Councilman Dan Espino
- Councilman George V. Lob

Also Present:

- City Manager James R. Borgmann
- Assistant City Manager Ronald K. Gorland
- City Attorney Jan K. Seiden
- Chief of Police Peter G. Baan
- Finance Director William Alonso
- Comptroller Alicia E. González
- Public Works Director Robert T. Williams
- Human Resources Director Loretta M. Boucher
- City Planner James H. Holland
- Golf Director Michael W. Aldridge
- Recreation Director Omar L. Luna
- Building & Zoning Office Supervisor Harold "Tex" Ziadie
- Elderly Services Director Karen Rosson
- I. T. Manager Jorge Fonseca
- City Clerk Magalí Valls

2. Invocation: Councilman Lob offered the invocation.

Salute to the Flag: The audience participated.

3. Workshop on Proposed Fiscal Year 2011-2012 Budget: Opening Remarks by City Manager James R. Borgmann

City Manager Borgmann stated that this budget year is one of the most challenging with the economy of the nation and South Florida being what it is. It is a difficult budget, but certainly not as bad as other cities around the County, because Miami Springs has been a fiscally conservative community. When he took over as City Manager there were financial drains on the City and he dealt with them one by one. The budget does not reflect the decreases and possible cuts that can be made that totaled approximately \$900,000. The budget can be balanced and the dollars are there to be saved, but they are not reflected in the figures presented. In order to be able to lower the millage rate there must be reductions totaling approximately \$500,000.

Finance Director William Alonso said that the budget is structured on a 6.8600 millage rate that was set in July and this equates to a deficit of \$457,000 that needs to be addressed. If Council decides to lower the millage rate to 6.800 mills, which is the rate that will not increase taxes, the deficit would be approximately \$500,000. The Administration provided recommendations for various budget cuts or Council might have their own recommendations as they work through the process.

Finance Director Alonso explained that usually Council reviews each departmental budget and decides how the budget will be structured. He asked for guidance on how to handle the review process.

Mayor Garcia would like to begin reviewing the individual departmental budgets and make recommendations as Council goes through the process. He has made some notes in regard to some departments that he will address toward the end of the agenda.

I. City Council

Finance Director William Alonso stated that the City Council budget is about the same as last year; the budget does include \$19,200 rent subsidy for the Miami Springs Historical Society and \$35,000 for various City activities as listed. The amount budgeted for Circle events was originally \$10,000 and this year it was increased to \$20,000 based on demand. One of the recommendations is to reduce this amount to \$10,000.

The total City Council departmental request is \$123,771.00 or about the same as the current year amended budget of \$123,066.00, according to Mr. Alonso.

To answer Mayor Garcia's question, City Clerk Magali Valls explained that Contractual Services includes \$3,500 for the Livestream monthly support, which is new this year upon the advice of the Assistant City Manager and I.T. Manager.

Councilman Espino commented that Council has been working on going paperless and noted that scanning Council packets to CD format totals \$2,170, plus the cost of the regular packets. He felt there could be a substantial savings in this area either by using personal computers or by purchasing a small tablet; some places have seen a return on their investment in eight to nine months.

Mayor Garcia asked about the scanning of the Council packets.

City Clerk Magali Valls clarified that a service is used to scan the Council packets and prepare the CD's for Council and the file. If Council chooses not to receive the CD's then the expense could be eliminated.

Councilwoman Ator explained that she uses the CD's and stores all of them for future reference. She has had a problem viewing the packet in the cloud format even though she accesses all her business documents from the cloud.

Mayor Garcia stated that if the issue is fixed so that Councilwoman Ator can see the agenda packet in the drop box Council could always burn CD's.

Councilwoman Ator asked if all documents would be saved in .pdf or if there would be a mix of formats.

Councilman Lob explained that there would be a mix of formats, although any document could be saved to .pdf format.

City Clerk Valls clarified that once the agenda is finalized on Thursday she scans the entire packet and posts it on the web on Friday morning. The entire packet is sent to a company that scans it and produces the six CD's.

Councilman Lob commented that \$2,170.00 could be saved on the scanning of the Council packets.

Councilwoman Ator would like to move away from scanning the entire packet because the file is too large and difficult for citizens to download. She hopes to make the files smaller and easier to access.

Assistant City Manager Ronald K. Gorland explained there are some public records issues that must be addressed as well as corrections that are made and put back in the folder. He is trying to get information from other cities to determine how they handle these types of issues. He explained that the drop box was only an experiment at this point.

Councilman Lob said that other drop boxes are secured so that only certain people can modify the files and others only have access to read them. He was able to modify the document and should have not been able to do so. He was able to make the file searchable by optical character recognition (OCR), placed bookmarks for easy reference and combined four files into one. The OCR makes the file bigger. He added that saving the files as .pdf files would make it better.

Councilman Espino asked the Administration to determine the cost of paper.

City Clerk Valls stated that scanning normally costs \$65.00 to \$75.00 per agenda packet because the company also charges for pick up and delivery.

Mayor Garcia recalled that the cost of agenda packet preparation was an issue when he was a Council member and there was research at that time. He said that eliminating \$2,170 for scanning the packets is a start and he would make a note of that.

Vice Mayor Best noted that \$5,000 budgeted in Travel and Per Diem for Dade Days seems like a big expense because generally all Council members do not attend. Due to the circumstances with the State and what is going on in Tallahassee, there is not much chance of getting any benefit from it.

Councilman Espino commented that the Committee meetings begin in September or October and the 2012 Legislative Session begins in January. Dade Days will most likely occur earlier and he hopes that it is before the early session.

Mayor Garcia said that he would like to take the opportunity to travel to Tallahassee once or twice before and during the Legislative Session in order to be able to lobby for funding before the decisions are final. He agreed with Vice Mayor Best that not all Council members had attended in past years. He suggested reallocating the funding for travel to Tallahassee.

City Manager Borgmann confirmed that Dade Days is scheduled for February 1-2, 2012.

Vice Mayor Best asked if Council wanted to consider the Finance Director's recommendation for reducing Promotions to \$20,000.

Councilman Lob stated that he would be inclined to reduce the amount budgeted for Promotions.

Mayor Garcia asked for a breakdown of the \$20,000 for Circle events.

Councilman Espino commented that the Circle events included funds for New Year's Eve, Valentine's Day and the Optimist Club Barbecue Blast.

City Manager Borgmann clarified that last year \$10,000 was budgeted for Circle events and the New Year's event was \$8,250.00.

Mayor Garcia would approve of reducing the amount to \$10,000 based on the Finance Director's recommendation if Council agrees.

Councilwoman Ator commented that she is working to eliminate the All Angels Movie Nights from the City's expense; there is talk about moving the event to All Angels so that it would not burden the City.

Mayor Garcia stated that he does not see Movie Night as a burden to the City because many residents look forward to the event which is also good for marketing and public relations.

Councilwoman Ator said that All Angels is sensitive to the City's financial issues and they agree that they now have a following with hundreds of people. She would also support reducing the Circle events to \$10,000.

Councilman Espino also supports reducing the amount to \$10,000 as long as the organizations are notified and they have a chance to apply for funding two times per year so that they do not come asking for funds at the last minute.

Councilman Lob agreed with Councilman Espino in regard to accepting funding applications twice a year.

Mayor Garcia stated that the notice to the organizations could be generic and simply state that the budget has been reduced and to make sure that requests for funding are made in advance. He knows that the Administration had worked on an application form for Council to consider.

City Manager Borgmann added that in addition to the form, the application would require financial data.

Councilwoman Ator asked the City Manager to include the request for funding form in the next packet.

Councilman Espino explained that the Miami Springs Historical Society is currently working with Curtiss Mansion, Inc. (CMI) to prepare an inventory of the museum contents. He learned that History of Miami is working with CMI to disburse the "100 Years of Aviation" Exhibit and whatever does not go to the Curtiss Mansion will go to History of Miami. He is not sure if the Historical Society will be asking for funding for next year.

Councilman Lob asked to reach out to the Historical Society to find out what their plans are for next year.

Mayor Garcia asked to assume that the Historical Society is requesting the funding and to consider whether or not this is something that Council would continue to fund.

Councilwoman Ator suggested reconsidering the items in question in two weeks after Council has an opportunity to obtain the additional information about the Historical Society, the Movie Nights and the cost of the paper for agenda packets. She suggested that the Historical Society should send additional items to the Curtiss Museum in Hammondsport.

City Manager Borgmann informed Council that Telvue Webus is Comcast Channel 77, not AT&T, and information can be obtained from Comcast as to the number of subscribers.

Councilwoman Ator commented that she knows people who watch the meetings on Channel 77.

City Manager Borgmann clarified that the filming of the Council meetings was part of the original franchise agreement with Comcast and now the contracts are done through the State.

Councilman Lob asked if the equipment upgrade for Livestream was a one-time expense.

Assistant City Manager Gorland commented that the upgrade had already been done and they are requesting that funding be set aside for tablets. He said that most cities have a monthly allowance for city officials and they are switching over from city issued tablets, cell phones, etc. He discussed this idea with Finance Director Alonso and he was going to investigate the matter further. He would recommend leaving \$3,000 in the budget to go paperless.

Mayor Garcia stated that officially Council removed \$2,170 for scanning Council packets and reduced Circle events to \$10,000.

Council agreed to reconsider the items in question at the next Workshop meeting in regard to Dade Days, Circle events and the funding request form, and the rent subsidy for the Historical museum.

II. City Clerk

Finance Director William Alonso stated that the City Clerk's budget increases every two years depending on the Municipal Election and since there is no election in 2012, the budget is 22% or \$78,000 less than last year for a total of \$281,274. There is a detailed breakdown on pages 9-5 and 9-6. The biggest decrease is in Other Contractual Services and there is a \$16,198 reduction in General for pension since both employees in the City Clerk's Office have entered the Deferred Retirement Option Plan (DROP).

Councilwoman Ator asked about the amount budgeted for Printing and Binding.

City Clerk Magali Valls stated that the amount for Printing and Binding in the City Clerk's budget is for the Municipal Code supplements. The cost of the supplies for the Council agenda packets is within the City Council's budget.

To answer Councilman Espino's question, Assistant City Manager Gorland and the City Clerk clarified that the cost of the Toshiba copier is covered by a lease agreement. The toner is free and the City must pay for the staples.

Councilwoman Ator explained that the cost of the copies is included in the lease for the Toshiba copier, which is a fixed cost.

City Clerk Valls explained that the cost for the Toshiba copier was assigned to her budget when the Finance Director reassigned it from Non-Departmental a few years ago. She said that it is a very good machine that allows the scanning of documents to her computer.

Councilwoman Ator felt that the reduction in the number of copies should be considered when negotiating the Toshiba lease.

Vice Mayor Best asked for an explanation of the Part-time Year Round and Overtime line items.

City Clerk Valls explained that the salary for part-time Administrative Assistant is split 50/50 with the Planning Department and the City Clerk's budget.

Mayor Garcia asked about the annual cost for the storage of City records.

Finance Director Alonso clarified that the storage rental is based on the amount of boxes stored and there are additional charges for pulling and delivering file boxes when there are public records requests.

To answer Councilwoman Ator's question, City Clerk Valls explained that different records have different retention periods according to the records retention schedule from the State of Florida. Some records have permanent retention, while other records like the video recordings of the meetings are two years. For example, contracts are usually retained for ten years and some election records are one-year after certification. In addition, there are different record schedules for Elections, Police Departments and General Offices.

Councilman Lob mentioned that his company is storing documents electronically and has eliminated two warehouses of records. He asked to consider if this would be possible for the City to do.

Councilwoman Ator stated that going forward no additional file boxes should be created for storage.

City Manager Borgmann said that the State of Florida is going to have to take a look at the requirements for electronic record keeping since they require the City to retain original documents, not copies of documents.

Councilman Lob commented that any document with a signature is kept with a thumbprint.

Assistant City Manager Gorland said that based on a Smithsonian article, it advised against storing precious documents and photographs only in electronic back-up since the technology is constantly changing.

To answer Councilwoman Ator's question, City Clerk Valls stated that funds are budgeted in Repairs and Maintenance in case there is a need for equipment repairs.

III. City Manager

Finance Director William Alonso stated that the City Manager's budget is \$10,000 or 1.3% less than the current year budget mainly due to the fact that no funds are budgeted next year for Calvin, Giordano and Associates. The budget includes \$115,000 for the contracted payout to the City Manager that is shown under Pay-out Comp Absences in an amount of \$106,000 and the balance of the funds is for payroll taxes. The total City Manager budget request is \$739,612.

Mayor Garcia inquired about the salary projections that are at the top of the range for the positions.

City Manager Borgmann stated that the Assistant City Manager receives two 5% stipends for overseeing the Building Department and Information Technology (IT).

Mayor Garcia noticed in the Staff recommendations that the Grant Writer/Public Information Specialist's salary was close to \$89,000 and it is budgeted as \$70,000, which must not include the benefits.

Finance Director Alonso clarified that the salary projections show the current salary and the 3% merit increase that increases the Assistant City Manager's salary from \$112,000 to \$115,000. The top of the range for the Assistant City Manager is \$112,000 and the 3% merit increases for all employees is one item on the recommendation list to be eliminated.

City Manager Borgmann explained that merit increases are no longer cumulative; it does not add on and continually compound over time. He clarified for the Mayor that the projection numbers do not include benefits.

Finance Director Alonso stated that benefits run between 25-35% of the salary amount. The benefits include health insurance, pension, Workers Compensation, etc. He referred to Section 4, page 3 noting that the budgeted salaries in total are \$7,552,263 and benefits are approximately 29-30%.

Councilman Lob asked if Council would be considering eliminating the position of Assistant City Manager.

To answer Mayor Garcia's question, Finance Director Alonso stated that the elimination of the Assistant City Manager position is listed in the proposed budget analysis on page 1-7. Eliminating the position of Assistant City Manager after January 1, 2010 will save \$132,309.00.

City Manager Borgmann added that the savings is fully burdened for 3/4th of the year from January 1 to September 30, 2012.

Mayor Garcia suggested that if Council is inclined to eliminate the Assistant City Manager position they should consider funding the position for the second quarter of the fiscal year as well, in case the position is still necessary.

Councilman Lob wanted to make sure there are funds in the budget in case it turns out that an Assistant City Manager is needed. He is not against cutting the funds since the City is going through difficult financial times, but he wants to make sure that there are resources in case the need for the position is viable.

Mayor Garcia commented that the salary for the extra quarter for the Assistant City Manager would be approximately \$44,000.

Councilwoman Ator said that if the Assistant City Manager has a contract that it should be reviewed before making any decisions about the position.

Councilman Lob reiterated that he brought up the subject of the Assistant City Manager's position since Council is reviewing the City Manager's budget and Council should have any additional information that is needed in order to make a decision.

Councilman Espino stated that he had conversations with the Assistant City Manager and eliminating the position would require the shifting of certain responsibilities, but comparable cities do not have Assistant City Managers and larger cities have shifted responsibilities because of budget restraints. He added that funding the additional quarter for the position as suggested by the Mayor is something to consider. He said that eliminating the position would result in significant savings and he would be in favor.

Vice Mayor Best found the shifting of responsibilities interesting and he would suggest leaving \$50,000 instead of eliminating the entire salary of \$132,000. The funds could be utilized for someone to oversee the IT and Building Department.

Councilwoman Ator asked what the \$51,000 for Professional Services is for.

Finance Director Alonso responded that Professional Services is for the City Lobbyist and eliminating this expense is one of the recommendations on the list.

Councilman Lob would recommend keeping \$51,000 for the lobbyist.

City Manager Borgmann explained that \$51,000 is for a lobbyist, not a specific person or group and it would be up to Council if they wanted to switch persons. The majority of funding received over past years has been for drainage and the Administration agrees that the City no longer has drainage issues. The particular lobbyist was beneficial for obtaining those types of grants and their services may no longer be necessary in the future in light of the State and Federal budget difficulties.

Councilman Lob reiterated his recommendation to keep the services of a lobbyist so that the City is in a better position to receive grant funding.

Council agreed to consider the Assistant City Manager's position at the next workshop meeting and a copy of the contract will be provided for their review.

IV. Human Resources

Finance Director William Alonso stated that the Human Resources budget request is 9% less than the current year or a reduction of approximately \$19,000. The total budget request is \$196,067 and the amount for Pension is less because the Director entered the Deferred Retirement Option Plan (DROP).

City Manager Borgmann commented that the Human Resources Director does not participate in the City's Health Insurance Plan because she has coverage as a widow's benefit under her deceased husband's plan.

Human Resources Director Loretta M. Boucher stated that in addition to the pension savings, the decreases were for advertisements and professional services. She said that a new law requires fingerprinting of anyone who works with children or volunteers with elderly people and the Police Department assists with the fingerprinting for a cost of \$27.00 each and when the summer employees come back next year another fingerprinting is required. The State of Florida now is charging for the driver license checks and this is required twice a year for anyone who drives a City vehicle.

Ms. Boucher explained that Human Resource related costs are for post-accident, pre-employment or random testing. She said that the current budget does not reflect the expenses that come in during August or September.

To answer Mayor Garcia's question, Ms. Boucher explained that employees that remain with the employment of the City and work or volunteer with children must be fingerprinted every five years by law.

Mayor Garcia requested a cost analysis for the fingerprinting of those employees who work with children.

Ms. Boucher responded that fingerprinting is \$27.00 each for 91 employees and the background check is \$35.00, plus \$25.00 to \$35.00 for the cost of drug testing.

V. Finance

Finance Director William Alonso stated that the Finance Department was able to decrease its budget by almost \$68,000 or 9.3% due to the elimination of one full-time person who retired that was replaced with a part-time person. The Finance Department has reduced two full-time positions over the past two years. The total budget request is \$658,125.

To answer the Mayor's question, Mr. Alonso explained that the cost of Workers Compensation went down for the entire City. He added that one employee entered the DROP that resulted in a savings of \$8,300. The savings of \$2,500 in postage is because the City no longer mails sanitation bills.

Finance Director Alonso clarified for Vice Mayor Best that the Finance Department is fully staffed and the one vacant position for an Accounting Clerk is not funded.

Councilman Espino referred to the cost of Printing and Binding.

Finance Director Alonso explained that Printing and Binding covers the printing of the Annual Budget, Comprehensive Annual Financial Reports (CAFR) and Popular Annual Financial Reports (PAFR). The largest expense is for the PAFR since it is mailed to the residents.

Councilwoman Ator inquired how many copiers are leased by the various departments.

Finance Director Alonso responded that the City leases Toshiba copiers for the Finance Department, City Clerk's Office, Building Department, Recreation Department, Senior Center, Public Works, and the Police Department has two.

VI. City Attorney

Mayor Garcia explained that it is very expensive to have an attorney on staff full-time based on what other cities pay and the City is definitely getting a good buy with City Attorney Jan K. Seiden.

Councilman Espino commented that is less expensive to acquire the services of City Attorney Seiden than having an attorney in-house and his billing rate is only \$135.00 per hour, which is low.

Assistant City Manager Gorland added that the City Attorney does not bill the City for all the hours that he should.

VII. Planning

Finance Director William Alonso stated that the budget request is approximately 30% or \$60,000 less than this year. The reduction is mostly in Professional Services, Advertising and Printing and Binding. The total budget request is \$138,414.

Councilwoman Ator asked the City Planner why they were seeing the decrease in advertising.

City Planner James H. Holland stated that there were a lot of dollars in the budget that were earmarked for the Evaluation and Appraisal Report (EAR) through the Department of Community Affairs (DCA). He noted that the numbers were more in line than the actual figures from Fiscal Year 2009 and 2010.

Councilman Espino stated that with the evisceration of the Department of Community Affairs and the State, while having some sort of oversight in the process, they are shifting a lot of the responsibility over to the City. He asked if the services of Jim LaRue are still needed.

City Planner Holland explained that the services are needed because the DCA is not going away, they are being repositioned. The Evaluation and Appraisal Report (EAR) is practically going away and will be changed. He noted that this has created an opportunity that will lead the legacy for this Council. The plan now is to take the work from the EAR and convert that to Comprehensive Land amendments through an abbreviated process through DCA and adopt those amendments for 2012.

City Planner Holland explained that the next EAR would be required in 2014, but that will simply be a letter stating that there have been no changes in the conditions from the 2012 Comprehensive Land Use Plan. He explained that the next EAR will not be due until 2021.

Councilman Espino asked if it was going to be the same amount of the contract for Mr. LaRue's services.

City Manager Borgmann stated that the contract amount would not be the same. In fact, the next agenda will have a change order. He believes there is approximately \$7,700 left in the current budget and the additional services would take the total up to \$15,000. He does not recall the amount of the original contract.

Councilwoman Ator clarified that Councilman Espino is asking for the amount for next year. She explained that for the next meeting there would be a budget amendment that essentially moves money from another account to add to the \$7,700. She stated that it seems as though there are funds remaining in this year's account so essentially it is a transfer within the department. She reiterated that Councilman Espino is asking what is going to be budgeted for Jim LaRue next year.

City Planner Holland explained that the funds in next year's budget are not for Mr. LaRue, the City is considering a Geographic Information System (GIS). He noted that there are still funds remaining in this year's budget for a portion of the expense. The budget for Professional Services next year would not approach the \$25,000 range, but it is always good to have the funds available.

Councilwoman Ator asked if the GIS System is budgeted for this year.

City Planner Holland stated that they can get a lot of funding from this year's budget if they move forward and get a contract signed.

Councilwoman Ator asked what the \$25,000 in the Department's request for Professional Services is for.

City Planner Holland explained that the funds are partially for GIS and other consulting services such as plan reviews and site plan reviews that were previously done by Post Buckley.

Councilman Espino asked for a breakdown for Professional Services so that Council could evaluate it further.

Councilwoman Ator noted that the projection for this year is \$17,600 for Professional Services and she also wanted to further evaluate the request for \$25,000.

City Planner Holland offered to evaluate the numbers.

Councilwoman Ator inquired about the line item for Professional Engineering Services because there were no funds being requested for next year.

City Manager Borgmann stated that the funds for site plan reviews must be budgeted since the City pays the expense, but the cost is charged to the Applicant.

Councilwoman Ator assumed that because there is nothing requested for Engineering Services that those expenses were moved into the Professional Services account.

City Planner Holland responded that Councilwoman Ator was correct in her assumption.

Mayor Garcia asked if the Administrative Assistant I position is the second half of the person that is utilized within the Planning Department.

City Manager Borgmann replied in agreement.

Councilwoman Ator requested an explanation for the GIS system and whether or not it is a service or a piece of software.

City Planner Holland explained that the GIS system is basically software. He explained that it is a web based application which means that there is no hardware or software involved and it represents a considerable cost savings because of it being web based. He noted that they are buying the services to piece it together.

Councilwoman Ator realizes that City Planner Jim Holland had no control over the budgeting because he is a new employee to the City, but she hopes that next year the budget will be itemized in order to eliminate so many questions from Council.

City Planner Holland stated that he is familiar with this process and that next year's budget will be more detailed.

Council requested a detailed breakdown of the City Planner's budget for the next budget meeting.

VIII. Police

Finance Director William Alonso stated that the Police budget is \$147,582 or a 2.7% increase from the current year. The increases are due to the Department purchasing three new vehicles this year after old purchases were frozen for fiscal year 2010-2011.

Mr. Alonso explained that the budget also includes an increase in Police pensions this year as well as the 8% increase in health insurance. The total budget request is \$5,532,461. He stated that the request is \$148,000 higher than the current year. He advised Council that Police Chief Baan was present for the meeting to answer specific questions.

Councilwoman Ator asked Chief of Police Baan if he can advise Council of what percentage of their budget comes from funds from other sources like the Law Enforcement Trust Fund (LETF).

Chief of Police Peter G. Baan explained that the Law Enforcement Trust funds are budgeted separately from the General Fund Police Budget. There is some revenue received from fines and forfeitures for tickets and arrests, but it is a minimal amount. The crossing guards are almost fully funded from fines and forfeitures.

Councilwoman Ator asked if in the past if vehicles were purchased from LETF monies.

Chief of Police Baan responded that the rules for use of the funds are very strict and they cannot be utilized for normally budgeted items like Police cars. Vehicles were purchased for the Community Policing Office out of the Law Enforcement Trust Fund and they purchased hybrid vehicles.

To answer Councilwoman Ator's question, Chief Baan stated that last fiscal year they actually replaced two cars and they used insurance funds, not the Law Enforcement Trust Fund monies.

Mayor Garcia asked if the \$75,000 in the vehicles account was for new vehicles and Chief of Police Baan replied that the funds are for the three new marked police cars. He added that only one vehicle was purchased last year and normally four are purchased, including one unmarked and three marked. He noted that the two cars were replaced by accidents during the fiscal year.

Councilwoman Ator recalled that when cars were replaced they were given to Code Enforcement Department.

City Manager Borgmann commented that instead of purchasing new vehicles in other departments, they use the old police vehicles from time to time.

Chief Baan explained that all of their old police cars get transferred to other departments. He explained that the mileage sometimes may be a topic of discussion, but it is not a good indicator of the condition of the vehicle.

To answer Councilwoman Ator's question, Chief Baan stated that the plan is to add three new cars and the three vehicles with higher mileage will be released from their fleet.

Councilwoman Ator asked if the plan was to sell the vehicles or reassign them to other departments.

City Manager Borgmann stated that the vehicles would either be auctioned or recycled based on the condition of the vehicle.

Chief Baan added that it is not worth fixing a vehicle if it is in really bad shape.

To answer Mayor Garcia's question, Chief Baan responded that normally the cars with higher mileage are sold in an auction. In addition, every two years the Police motorcycles are replaced because they receive a very good deal on the trade-in value through the dealership. This year would normally be the year that they would replace the motorcycles, but they are going to defer that for one more year.

Councilwoman Ator asked how the motorcycles were doing as far as their condition.

Chief Baan explained that the motorcycles have a little bit lower mileage than normal so they are very serviceable at this point and should be for the next twelve months.

Councilman Espino clarified that they do keep a certain amount of spare vehicles that get stationed over by the Eastern Financial Center.

Chief Baan explained that they do have several cars that they are holding in reserve in anticipation of annexation. He noted that he has spoken to City Manager Borgmann regarding this matter and he is almost certain that they are going to release those vehicles and save the insurance funds.

Finance Director Alonso stated that the Crossing Guard budget was \$17,679. He noted that they receive funding from this from the County Clerk for fines and reimbursements from Miami-Dade County on a quarterly basis for part of the cost of the Crossing Guard program.

Councilwoman Ator asked if there was going to be an additional crossing guard at the Glenn Curtiss Charter School.

Chief Baan explained that when the analysis was prepared on what the traffic problems would be at the school, he did not recommend a crossing guard for the first year because they are only going to have sixty students. If they do grow into a larger operation, based on their location, and the traffic volume they have in that area it might be necessary at some point to add at least one school crossing guard. For the upcoming school year it should not be a problem.

Councilwoman Ator advised Chief Baan that she believes that there will be 109 students at the school.

Chief Baan stated that he has heard a larger number than 60 but that was the amount that the School Principal had told Council.

Councilman Lob stated that that number was also given before they had their open house.

Councilwoman Ator noted that they should re-evaluate the number of students because if there are 110 students it is much different than 54 students.

Chief Baan commented that his plan is to monitor the school from the first day of the school opening and the Police Department will keep an eye on it.

Councilman Lob explained that he heard that the school had a lot of parents at their open house that liked the school, although he is not positive if they received a few more students or not.

Councilwoman Ator believes that there are two classes per each grade level.

Mayor Garcia suggested another analysis of what the traffic impact might be and if they are going to need a crossing guard. The Principal could have reported that there would be 60 students and they could have 200 students in the school and the City has no control.

Councilman Lob commented that the City should ask about the number of students in order to determine if another crossing guard is needed.

IX. Law Enforcement Trust Fund

Finance Director commented that on pages 16-2 and 16-4 are the two budgets that were set up for the Community Policing Office (CPO).

Chief Baan stated that the first budget was the Law Enforcement Trust Fund budget and it was basically foreseeable expenses out of the trust fund that are not related to the Community Policing Office. He reiterated that the revenue and the Law Enforcement Trust Fund was all fines and forfeitures and has nothing to do with tax, revenue or other types of revenue source.

Councilman Espino asked if it was the Federal or State program.

Chief Baan advised Council that almost all of their funds coming in now are Federal funds, although there is a small amount of state funds coming in.

Councilman Lob understands that there are a few officers that are funded under a grant program and he would like to know how long they were going to remain under that program.

Chief Baan explained that the officers would remain in that program through the next fiscal year. He noted that for the next fiscal year the grant specifications state that they need the fund down for at least one budget cycle after the grant funding runs out.

Councilwoman Ator asked if Chief Baan could provide the numbers for the grant funding.

Finance Director Alonso stated that the whole grant was \$464,000.

Chief Baan noted that for three years the whole grant was very close to \$500,000. They are not going to expend all of the funds because for the first six months the two officers were at a recruit pay level which was lower. There were projected salary increases that have not occurred and the annual cost would be \$400,000 divided by three for the next fiscal year, or approximately \$135,000.

City Manager Borgmann advised Council that that particular grant requires the Police Department to remain fully staffed and even if the staff was cut by one, it actually cuts three positions because the grant would be lost.

Mayor Garcia asked to address the Community Policing portion of the budget.

Chief Baan explained the total operating budget for the CPO is funded out of the Law Enforcement Trust Fund except for personnel; they are not allowed to fund any personnel costs out of the trust fund.

Mayor Garcia asked what type of promotions or advertising that is done for the CPO.

Chief Baan noted that advertising is not a highly used budget but they do use it occasionally for such things as flyers for an upcoming event.

To answer City Manager Borgmann's question, Chief Bann replied that the rent contract for the Community Policing Office remains the same for next year.

Mayor Garcia asked how long the contract is effective for the lease of the office space.

Chief Baan replied that it is a year to year rent which basically has stayed the same for a while and there has not been an increase.

City Manager Borgmann advised Mayor Garcia that their last increase was approximately two years ago.

Councilman Lob asked to discuss Criminal Justice Training listed on page 16-7 under the Police Department's budget.

Finance Director Alonso stated that the funding for police education and training comes from a certain percentage of the fines that the City receives monthly from the County Clerk. He noted that is why \$10,000 was budgeted.

City Manager Borgmann stated that a requirement in the contract is for the City to support education and training and furthering the college level of the officers. The Administration is looking at some kind of limitations such as compensation for a Bachelors degree but not for a Masters degree and the courses have to be Criminal Justice related.

X. Building and Code Compliance

Finance Director William Alonso stated that the budget for Building and Code Compliance shows an increase of \$131,000 or a 26% due to the additional staffing that was approved this fiscal year. He noted that Office Supervisor Tex Ziadie was present to answer questions.

Mayor Garcia asked if the increase in the part time year round is for the positions that were recently allocated.

Building and Zoning Office Supervisor Harold “Tex” Ziadie replied that one position is full time and two positions are part time.

To answer Councilman Espino’s question, City Manager Borgmann noted that the new personnel are currently working and doing very well.

Mayor Garcia asked if they were working at night as well.

Assistant City Manager Gorland explained that the night work is really administrative because they do not want the employees to be knocking on citizen’s doors at night. They work weekends and earlier on some occasions.

Mr. Ziadie advised Council that Code Compliance is covered 7 days a week.

Mayor Garcia asked if the vehicles are designated for each particular person and Mr. Ziadie replied that each officer has a vehicle assigned to them. There are two Ford Crown Victoria vehicles that were transferred from the Police Department and the two new Code Compliance Officers are utilizing the Ford Explorers since they must navigate the alleyways.

Councilwoman Ator noted that the salary projections show the Building Official as a full-time employee.

Mr. Ziadie explained that the Building Official is part-time; there are three inspectors that work under contract and the others are part-time.

Councilwoman Ator said that it is difficult to understand why there is a salary for the Building Official listed for a certain amount and a pay range if he is an hourly part-time employee.

Mr. Ziadie clarified that there is no top of pay range for the Building Official because he works for a set hourly rate the same as other inspectors.

Finance Director Alonso explained that during last year's budget process Council had requested funding for a full-time Building Official and set the salary at \$100,000 and that was carried over for this year's budget. Basically, he is paid on an hourly rate and \$100,000 is budgeted for that position.

To answer Councilwoman Ator's question, Mr. Alonso clarified that the compensation for the Building Official is budgeted under Part-time/Year Round in the amount of \$160,772, which includes his position and the two new part-timers.

Mayor Garcia commented that in Fiscal Year 2008-09 and Fiscal Year 2009-10 the budget exceeded \$100,000 not including the two part-time employees.

Councilwoman Ator expressed her interest in the City hiring a full-time Building Official and Councilman Lob agreed.

Councilman Espino stated that a full-time Building Official would require benefits that must be considered.

Assistant City Manager Gorland explained that a full-time Building Official plus benefits would total \$125,000 to \$130,000.

Councilman Espino added that he is still working on an analysis of contracting out the services.

Councilwoman Ator felt that a full-time Building Official should always be available and the City is already paying a part-time employee the same amount to do the job.

Councilman Espino questioned whether or not there is enough work for a full-time Building Official. He said that there is a difference between the amount of work and the speed at which that amount of work gets done.

Councilman Lob explained the reality is that the Building Official is being paid more than \$100,000 for a part-time position and some inspections are put on hold when he is not available.

Mr. Ziadie stated that the Building Official is available every day, while other inspectors only come in certain times during the week. The only time he is not available is when he is on vacation and a back-up inspector is available. During the last two years there were significant projects in the City including several hotels and the bank renovation and that is why there have been so many inspections.

Councilwoman Ator is not saying that the current Building Official is not qualified for the full-time job, but if the City is paying him the same as full-time, he should be full-time.

Assistant City Manager Gorland explained that the current part-time Building Official had turned down the full-time offer.

Councilwoman Ator has heard from people in other cities that outsourced their Building Departments and they ended up going back to in-house staff because of the problems. The idea really needs to be flushed out. In the meantime, she would like the City to look for a new full-time Building Official.

Mayor Garcia asked for an agenda item to discuss the full-time Building Official.

Assistant City Manager Gorland stated that the revenues associated with the Building Department are listed on page 3-2.

Councilwoman Ator added that she appreciates Code Enforcement and their progress moving forward. She can definitely see a difference in the attitude and the new employees seem very nice.

Assistant City Manager Gorland commented that an analysis was just finished showing the Building revenues versus the costs and by state law, revenues cannot exceed expenses annually.

Mayor Garcia called for a 5-minute recess.

XI. Information Technology

Finance Director William Alonso stated that the Information Technology Department's budget is \$20,000 or 5% less than the current year. The budget includes a request for Capital Equipment for \$2,800 to cover the cost of a tape back-up system. On page 18-6, Repairs and Maintenance, it shows a significant decrease due to the elimination of the telephone system maintenance agreement that was \$12,000 annually.

Assistant City Manager Gorland explained that Comcast fiber optic and voice communication will result in a savings of \$500,000 on a five-year basis. The request for approval will be presented to Council at the next regular meeting.

To answer Councilman Lob's question, I.T. Manager Jorge Fonseca responded that he is satisfied with the budget.

Councilwoman Ator inquired about the Repair and Maintenance line item for DotGov.Gov domain name renewal and Mr. Fonseca stated that the DotGov renewal is every two years.

Assistant City Manager Gorland commented that Facebook and Twitter accounts are being considered based on the rules and regulatory requirements in regard to the public records.

Councilman Espino stated that he received information at a Commission on Ethics luncheon and as long as there are certain requirements for the Facebook profile, it would be appropriate for cities to use this social media.

Assistant City Manager Gorland explained that the Administration is working to get information from the City of Orlando and other cities that are using Facebook.

Councilman Lob commented that Facebook is making changes to help cities and businesses utilize the network. Twitter is a good source for spreading information without expecting any replies.

X11. Debt Service

Finance Director William Alonso stated that the Debt Service budget is approximately \$140,000 or 20% less than the current year due to the savings from the refinancing of the Golf Course and Community Center debt, as well as the fact that two leases with Wachovia and SunTrust were paid off during the current year. The departmental request is \$569,478.

Council requested copies of the pay schedules for the Golf Course and Community Center via e-mail.

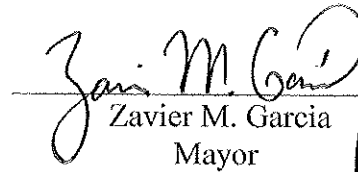
Vice Mayor Best asked if there were any other loans that could be refinanced.

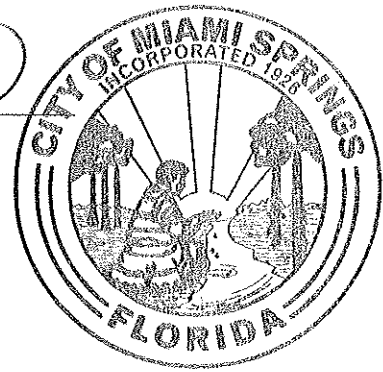
Finance Director Alonso responded that right now there are no lower interest rates available.

Assistant City Manager Gorland explained that the Administration is keeping watch on the rates for lease agreements.

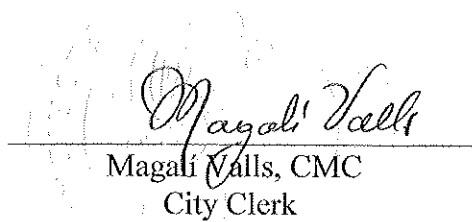
4. Adjourn

There being no further business to be discussed the meeting was adjourned at 9:18 p.m.


Zavier M. Garcia
Mayor



ATTEST:


Magali Valls, CMC
City Clerk

Approved as written during meeting of: 8-22-2011.

Transcription assistance provided by Suzanne S. Hitaffer and Elora R. Sakal.